

SAMPLE GRANT REQUEST LETTER

August XX, 2005

Angie Ward
Washington Traffic Safety Commission
PO Box 40944
Olympia, WA 98504-0944

Dear Angie,

The **ABC Police Department** is requesting to participate in the Commission's *Click it or Ticket* overtime enforcement campaign September 12-25, 2005. Our agency is requesting **\$2,000** (based on the formula included in the grant announcement) and anticipates providing **50** hours of seat belt overtime on the following dates:

September 12– 2 Officers, 4 hours each = 8 hours
September 16 – 3 Officers, 5 hours each = 15 hours
September 17 – 3 Officers, 5 hours each = 15 hours
September 22 – 1 Officer, 2 hours = 2 hours
September 25 – 2 Officers, 5 hours each = 10 hours
50 hours total

We have designated **Sergeant Bob Jones** as the single point of contact for the purposes of the management, administration and activity reporting associated with this grant. His/Her contact information is as follows: ***Title, Address, Phone, Fax, Email.***

We have designated **Sergeant Jane Smith (if different from above)** as the single point of contact for the purposes of media and public education. His/Her contact information is as follows: ***Title, Address, Phone, Fax, Email.***

To help in your prioritization of these grants, we are including the following information in response to the two criteria listed in the grant announcement: (OPTIONAL Paragraph, see grant announcement)

As requested, we also offer the following description of unique enforcement techniques our agency is using to find and contact seat belt violators -- i.e., stationary enforcement, bike/motorcycle patrols, plain-clothes officers on the road-side etc: (OPTIONAL – see grant announcement)

I understand that in order to receive reimbursement our department must submit a completed A-19 invoice voucher, payroll support documents, completed activity logs, a combined activity log with totals for the entire mobilization AND our pre/post seat belt surveys **no later than November 16, 2005.**

We have signed and attached the Memorandum of Understanding (MOU) and look forward to receiving a confirmation letter and copy of the fully executed MOU from your office by September 9, 2005.

Sincerely,

Chief of Police